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B-17

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Furniture for New Headquarters Building

REFERENCE : (a) Memo to D/L fr DD/S dated 3/24/56 (6-1909)
(b) Memo to DD/S fr D/L dated 2/15/57 (57-0530)
(c) Memo to D/L fr DD/S dated 2/19/57 (57-564)
(d) Memo to DD/S fr D/L dated 3/25/57 (7-0966a)
(e) Memo to DD/S fr D/L dated 4/10/58 (8-1956)

I. PROBLEM

To formulate policy on furniture for the new building.

II. FACTS BEARING ON THE PROBLEM

A. Determination of furniture types is dependent, to a considerable extent, on the limitations of the space in which it will be utilized while budget arrangements are coordinated with the timing of the availability of the building areas. Both now are sufficiently advanced to bring to a focus the factors which have been under study, insofar as feasible, under the authorities of the references cited.

B. Funds for furniture procurement are independent of the authorization for the construction of the new building, as those appropriation acts do not provide for the acquisition of such personal property. Further, General Services Administration has indicated that the existing furniture of the Agency could be disposed of through the Federal Supply Service but that there would be no reimbursement accruing to us, although our inventory might satisfy the requirements of other government departments and, to that extent, would reduce procurements which otherwise would be necessary.

C. The design of the new building contemplates a high rate of occupancy with many small offices and cubicles. Through the use of the modern modular or unitized furniture more efficient space utilization is possible, especially with respect to such small rooms and cubicles. There is a noticeable trend in industry to improve utilization of space by this method.

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D. In order to evaluate modular furniture for our own purposes and to provide visual comparisons of various types available, test installations were set up, the main one being at 350 26th Street in the DD/I area. There those interested were able to compare General Services Administration competitive unitized steel desks with the proprietary types as furnished by Steelcase, Globe-Wernicke, and Knoll Associates. The result of these exhibitions both as to users and viewers was a clear preference for modular furniture and for the competitive GSA types, as to design and as to price.

E. The unitized furniture available through GSA consists primarily of "L" shaped arrangements of desks in two sizes, with narrow tables along side. (See Exhibit "A".) The larger desk will accommodate a two-drawer safe in lieu of the standard drawer pedestal. Also there is a larger desk able to have each drawer pedestal of the safe variety. The advantage of this equipment is the savings in floor space, the increase in usable surface work area, and the reduction in unsecure desk drawers. This is Class "C" furniture, used by employees in grades lower than GS-15, it being expected that those with Class "A" furniture would not be subject generally to conversion to modular types.

F. For estimation and planning purposes, each of the four major segments of the Agency was requested to provide information on the number of the various types of furniture items which would be required in the event that policy were established to convert all Class "C" furniture destined for the new building into GSA unitized types. The results of this survey are summarized in Exhibit "B". The total conversion cost would run about \$1,700,000 including plastic tops for the desks, about \$120,000 less if the usual linoleum tops were used. Linoleum has the disadvantage of retaining readily impressions of writing, a security hazard. The price differential would tend to be offset by the greater durability of plastic.

III. DISCUSSION

A. It is expected that the new building will be occupied during Fiscal Year 1961. If it is decided that the conversion cost of the Class "C" furniture going into the new building can be justified, there is no need for the funds to be chargeable to any one year's appropriation. There must be advance planning, coordination with the Federal Supply Service, and

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adequate lead time for the procurement of furniture in any quantity. Tending to offset amortized procurement is the cost of moving present furniture which subsequently would be replaced and hauled out again, causing interruption to operations.

B. It appears possible and likely that, in time, government furniture will tend toward the modular types as General Services Administration presently has it in stock and the lead of industry probably will be followed to benefit by the demonstrated advantages. There is now in stock in our own warehouse some new units of the standard Class "C" furniture; this possibly could be exchanged for the presently available types of unitized furniture. Current normal replacements of worn or damaged furniture could be shifted at this time to the new unitized type. Such replacements could be accelerated by use of Fiscal Year 1959 funds to the extent available or, if replacements are not now desirable, there is limited storage area which could be used until issue is timely.

IV. CONCLUSION

The use of modular furniture in the new building is preferred for improved design, efficiency, security features, compatibility with modern trends, and as an offset to the smaller floor space allotted per employee. Although there will be no reimbursement for any of the present furniture turned back for redistribution to other government departments or for disposal as surplus, the estimated cost of about \$1,700,000 to this Agency will enable reduction in procurement of this standard furniture by General Services Administration for use elsewhere. Only Class "C" furniture for the new building is considered for conversion. The minimum expense and disturbance to personnel would occur if furniture contracts could schedule deliveries to coincide with completion and availability of each area of the new building. However, this would impose the maximum financial impact against any fiscal year's budget.

V. RECOMMENDATION

A. That formal policy be established to install GSA unitized furniture in the new headquarters building where Class "C" types are appropriate;

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B. That a determination be made that there be no major acquisition or reconditioning of standard or regular Class "C" furniture and that the present inventory of new and unused equipment be exchanged, if possible, for new GSA unitized types on the basis of current valuation;

C. That a determination be made as to whether Fiscal Year 1959 funds are available and should be utilized for procurement of furniture and, if so, that there be an allocation made and contracts let for current replacements or storage, as feasible;

D. That there be budgeted for the four (4) Fiscal Years 1960 *Later* through 1963 in equal amounts, except for 1962 bearing two-fifths, *revised* the balance of the estimated cost of the furniture, and;

E. That consideration be given to acceleration of the funding program in order to gain the advantage of minimizing the expense and disruptions to personnel.

JAMES A. GARRISON
Director of Logistics

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CONCURRENCES:

DCI Liaison Officer

Date

DD/I Liaison Officer

Date

DD/P Liaison Officer

Date

DD/S Liaison Officer

Date

APPROVED:



Date

L. K. WHITE
Deputy Director
(Support)

Distribution:

Orig. & 2 - Addressee
1 - PD File (Official)
1 - OL File
1 - PD/OL
1 - DD/I
1 - DD/P
1 - DD/S
1 - DCI
1 - SD/OL
1 - BPS/OL
1 - D/L Hold

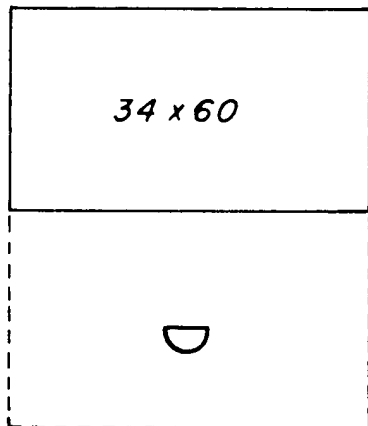
50X1

OL/PD/1

(3 June 1959)

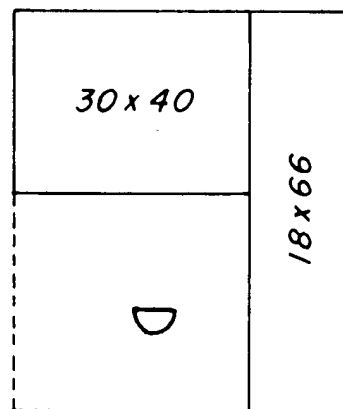
EXHIBIT A
AREA COMPARISON OF CLASS "C" DESKS

STANDARD

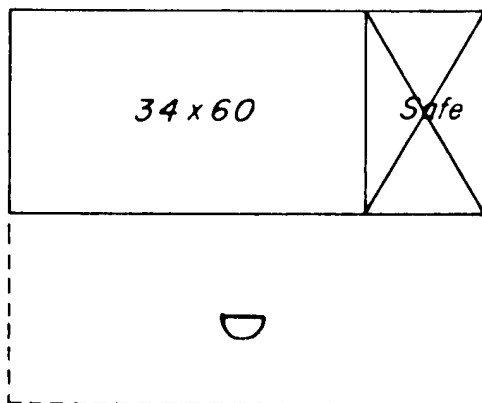


29.2 sq.ft. SPACE ALLOTMENT
14.2 sq.ft. SURFACE WORKING AREA

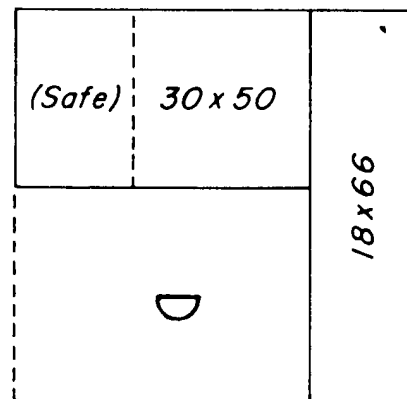
MODULAR



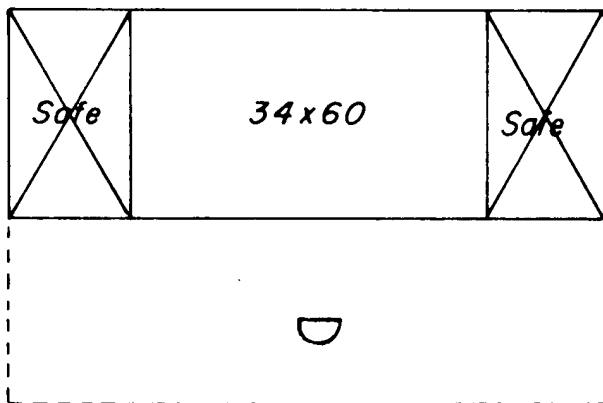
26.6 sq.ft.
16.6 sq.ft.



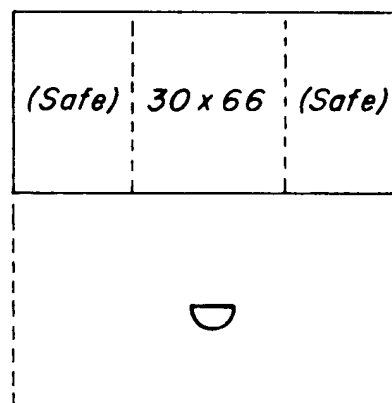
38.9 sq.ft. SPACE ALLOTMENT
14.2 sq.ft. SURFACE WORKING AREA



31.2 sq.ft.
18.7 sq.ft.



48.6 sq.ft. SPACE ALLOTMENT
14.2 sq.ft. SURFACE WORKING AREA



30.1 sq.ft.
13.8 sq.ft.

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D BOTTOM

UNCLASSIFIED

CONFIDENTIAL

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CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	INITIALS	DATE
50X1 1	[Redacted] /Budget Off./	SWK	11/10/59
50X1 2	Compt.	B-12	
3	[Redacted]		
4			
5			
6			
	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE

Remarks:

file -

Since the preparation of the attached paper prices on desks, tables, conference desks, etc. have increased in price approximately 15%. It is anticipated that prices will be further increased due to the "steel situation" by the time we accept delivery of unitized furniture.

2 to 3 -

Price list of furniture was detached and given to B.C.B. Obtain another copy then file this for future reference

FOLD HERE TO RETURN TO S

ESS AND PHONE NO.

DATE

Deputy Chief (Purchases)

11/9